

OCT 24 2022

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Republic of the Philippines
PROCUREMENT SERVICE
Request for Publication of Vacant Positions

CSC – FO Office of the President

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the PROCUREMENT SERVICE in the CSC website:

SAMANTHA GRACE E. MOSCOSO
HRMO

Date: 24-Oct-22

No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Salary/ Job/ Pay Grade	Monthly Salary	Qualification Standards					Place of Assignment
					Education	Training	Experience	Eligibility	Competency (if applicable)	
1	Director IV	N/A	28	145,427.00	Master's Degree or Certificate of Leadership and Management from the CSC	120 hours of supervisory/ management learning and development intervention	5 years of supervisory and management experience	None required	N/A	Office of the Director of the Regional Operations Group, PS-DBM Manila
2	Attorney III	N/A	21	62,449.00	Bachelor of Laws	4 hours relevant	1 year relevant	Appropriate (RA 1080) Bar/Board (for positions involving practice of profession)	N/A	Legal Division, PS-DBM, Manila
3	Executive Assistant II (Anticipated Vacancy)	N/A	17	41,508.00	Bachelor's Degree	4 hours relevant	1 year relevant	None required	N/A	Office of the Executive Director, PS-DBM, Manila

4	Procurement Management Officer III	N/A	16	38,150.00	Bachelor's Degree	4 hours relevant	1 year relevant	None required	N/A	Procurement Division VII, PS-DBM, Manila
5	Procurement Management Officer III	N/A	16	38,150.00	Bachelor's Degree	4 hours relevant	1 year relevant	None required	N/A	Procurement Division VII, PS-DBM, Manila
6	Information Systems Researcher II	N/A	14	32,321.00	Bachelor's Degree relevant to the job	4 hours relevant	1 year relevant	None required	N/A	IT Research & Planning, PhilGEPS Office, New Manila, Quezon City

Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than November 04, 2022.

1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at
2. Performance rating **in the last rating period** (if applicable);
3. Photocopy of certificate of eligibility/rating/license; and
4. Photocopy of Transcript of Records.

For further details, you may visit <https://ps-philgeps.gov.ph/home/index.php/about-ps/careers>

Send the application to <https://forms.gle/g9eEyag9mzv5bNx78>

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

SAMANTHA GRACE E. MOSCOSO

OIC - Division Chief, HRDD

RR Road, Cristobal St., Paco, Manila

hrddrsp@ps-philgeps.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.